

**Iowa Telecommunications & Technology Commission
Meeting
Grimes State Office Building, 1st Floor
Des Moines**

Final

January 31, 2008

Commissioners Present

Betsy Brandsgard, Chairperson (by video)
Robert R. Hardman, Member (by video)
Timothy L. Lapointe, Member (by video)
Pamela A. Duffy, Member
Michael W. Mahaffey, Member (by video)
David A. Vaudt, Ex-Officio Member

Commissioners Absent

None

Iowa Communications Network Staff Present

John Gillispie, Executive Director
Joseph Cassis, Deputy Director
Dave Marley, Operations Administrator
Dave Lingren, Service Delivery Administrator
Kevin Heinzeroth, Finance Administrator
Vicki Wallis, Engineering Administrator
Tami Fujinaka, Government Relations Manager
Rob Porter, Attorney General's Office
Mark Johnson, Legislative Liaison
Gail McMahon, Public Relations Manager
Kip Ferguson, Field Operations
Diane Van Zante, Secretary (Recorder)
Adrienne Vesey, Intern

Guests

Ed Glenn, Chair of ATAC (by video)

Call to Order

Ms. Brandsgard called the meeting to order at 9:02 a.m.

Approval of Minutes

Commissioners Lapointe and Hardman moved approval of the November 15, 2007 and December 19, 2007 meeting minutes. A roll call vote was taken, approving the minutes, as written.

Commissioner Duffy - Yes
Commissioner Hardman - Yes

Commissioner Lapointe - Yes
Commissioner Mahaffey - Yes
Commissioner Brandsgard - Yes

Old Business

None

New Business

Legislative Update – John Gillispie/Mark Johnson.

Big issues during this session are the Governor's bottle deposit increase and the Time 21 Program (DOT). The legislature will be making some tough decisions about the budget and trying to make ends meet. There is only one ICN-sponsored legislative request this year, a proposal which would give the Commission decision-making authority for Part III sites, based on competition and cost. Other measures being discussed include an expansion of the authorized user base (one plan would open it completely), telemedicine network proposals approved and funded by the Federal Communications Commission (FCC), and a proposition to open the network to non-profits. Network access will be a topic of debate; there are several individuals open to discussing it, but we do not know if that will result in any type of action.

Director Gillispie made a presentation to the Infrastructure Budget Subcommittee yesterday to provide an overview of the ICN's two appropriations requests. The first phase removes fiber from the tunnels and places it in the duct system. There were no questions on the proposal and the subcommittee appeared to be receptive, so we remain hopeful. Cities and counties are expected to make a push to gain access to the network. Director Gillispie anticipates quite a bit of debate on the rural health care network. Health care providers have held authorized user status for many years. At present, there are two proposals being considered; the question is whether it is efficient to have two networks in the state rather than one. One advantage that the Iowa Hospital Association proposal has in its favor is that the ICN has access to Internet 2 and that is something that the FCC requires. Director Gillispie's main agenda is the proposal on Part III sites which would allow the ITTC to make business decisions about the best solution to provide connectivity.

Des Moines Public Schools Grant – Joseph Cassis.

Des Moines schools are one of six districts in the state chosen for a pilot project that brings technology to the classroom. A \$100,000 grant from the Iowa Learning Technology Commission is funding the project, called "Get Inspired." Des Moines has joined with the Iowa Communications Network, Iowa Public Television and the Heartland Area Education Agency to design the program which will encompass social studies classrooms beginning this fall. Students will work in small groups to develop projects on specific countries or regions of the world and then share the projects online.

ATAC Report – Ed Glenn, Chair (via video from Ottumwa).

Membership in ATAC includes administrative users and schedulers from libraries, hospitals, and the National Guard. It provides a forum for those entities to have a voice with the ITTC. ATAC has not met formally in several months, however the members do have a few questions. Are there opportunities to make changes to the VOS system scheduling software, such as giving

ATAC members the right to schedule their own sites on an on-demand basis? Also, can the VOS system be used to generate the state report that is required?

Dave Marley indicated no significant upgrades were being planned, but that the ICN does own the code and does want input of this nature. Please send any specific issues to Dave Marley or Joseph Cassis via e-mail.

Review FY08 ICN Budget-to-Actual Financials – Kevin Heinzeroth.

December was a slow month, down from one year ago. The ICN spent \$910,115 on equipment in December, \$817,904 of which was FY08 appropriated money. Video hours continue to decline. Overall, we are running comparable to what was budgeted for the year. Cash wise, we are behind that of last year, mainly due to a decline in video and installations. Things tend to pick up in the spring.

There was an item in the bi-weekly report that Indianola was shutting down its ICN classroom. Do we know the reason? The room is not used much for video conferencing. In addition to room availability, Indianola is moving directly to IP video.

Where are we seeing the most erosion in video? It is primarily at community colleges and universities, as a result of other alternatives (IP technology).

What can we do to counteract those trends or be ahead of the curve? The ICN is expanding its outreach and training, as well as exploring IP technology.

Administrative Rule Changes – Tami Fujinaka.

The ICN is proposing a couple of changes to its administrative rules and needs to provide notice of intended action to amend the applicable portions.

Notice of Intended Action to Amend Chapter 1, “Description of Organization” –

This amendment reflects a change made in the organizational structure of the ICN, whereby the sales and marketing bureau was renamed the Service Delivery Bureau and incorporates development of new products and services as well as providing customer service and assistance. The public hearing will be held on March 17 (date later changed to March 19).

Notice of Intended Action to Amend Chapter 5, “Purchasing” –

This amendment reflects a change in the authorized spending limit permitted by Iowa Code (legislation passed last year increased the amount to \$2 million). The public hearing will be held on March 17 (date later changed to March 19). The first possible effective date is May 28.

Commissioner Mahaffey moved that the rules be noticed; Commissioner Hardman seconded the motion.

Changes to the Iowa Code apply only to section 8D.11, not section 8D.13. Section 8D.11 deals with capital expenditures; section 8D.13 deals with operational expenditures. The ICN is also required to report annually any contracts over \$1 million (under both code sections).

A roll call vote was taken; there was unanimous agreement.

Commissioner Duffy - Yes
Commissioner Hardman - Yes
Commissioner Lapointe - Yes
Commissioner Mahaffey - Yes
Commissioner Brandsgard - Yes

Survey Report – Tami Fujinaka.

In December, the ICN surveyed a portion of its customers, primarily schedulers and technicians, to gauge the perceived image of ICN services and staff. Two hundred thirty-six people were contacted, with a subsequent response rate of 34%. Ninety-one percent of those surveyed were satisfied or very satisfied. Most of the written comments were about training; classroom accessibility was another frequent topic. We are incorporating the input in our current communications plan and intend to offer more enhanced training. Although survey responses were anonymous, we will follow up on those that made specific requests. We are looking at potential alternatives and bringing in an IT architect to help identify business requirements and the structure needed to support them.

ICN Savings Report – Tami Fujinaka.

The final report for FY07 shows a total savings of \$14.825 million. That amount exceeds the previous year by over \$500,000. The report is disseminated to the Chief Clerk and Secretary of the Senate and is included in the fiscal update. The ICN issues a press release and also cites the savings on its website as well as in the annual report. Commissioners expressed interest in knowing what the savings had been through the years. That information is available and will be forwarded to Commissioners.

Action on Certified User Waiver Requests – Dave Lingren.

No waiver requests were submitted for consideration. There will be waivers at the March meeting, including one from the Board of Regents for long distance services.

Action on IP Conferencing Technical Services Pricing – Dave Lingren.

Commissioner Duffy moved that the ITTC go into closed session for the purpose of discussing prospective non-video rate setting. The ICN and ITTC consider prospective non-video rates to be trade secrets. Under Iowa Code 22.7(3), trade secrets are confidential records. Iowa Code 21.5(1)a permits a government body to go into closed session to review or discuss confidential records. Commissioner Hardman seconded the motion. A roll call vote was taken and passed, as follows:

Commissioner Duffy - yes
Commissioner Hardman – Yes
Commissioner Lapointe – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

The Chair asked for a motion to adjourn the open meeting to go into closed session. Commissioner Hardman moved adjournment of the open session. Commissioner Lapointe seconded the motion. A roll call vote was taken and passed, as follows:

Commissioner Duffy – Yes

Commissioner Hardman – Yes
Commissioner Lapointe – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

The open meeting adjourned at 10:06 a.m.

Following the conclusion of the closed session, guests were invited to rejoin the meeting, however no one did. The Chair reconvened the public meeting at 10:36 a.m. and opened the floor to a motion. Commissioner Duffy moved approval of the IP Conferencing Technical Services pricing proposals identified during the closed session. Commissioner Hardman seconded the motion. A roll call vote was taken, unanimously approving the new pricing.

Commissioner Duffy – Yes
Commissioner Hardman – Yes
Commissioner Lapointe – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

Other Business

Formalize Agenda Items for February 20 Telephonic Meeting –

1. legislative update, especially with regard to authorized user bills
2. update on health care network proposals
3. update on items identified as urgent topics and challenges in the staff notes
4. ongoing public relations activities

Commissioners Duffy and Mahaffey are unavailable for the February telephonic meeting. A decision was made not to reschedule the meeting.

Deputy Director Cassis introduced the ICN's new intern, Adrienne Vesey, a University of Iowa student pursuing studies in real estate law. She will be working with Tami Fujinaka and Gail McMahon.

Commissioners were reminded to destroy any closed session materials.

At the March meeting, the Commission will address the Internet/Ethernet pricing structure. Dave Lingren will schedule a rate subcommittee meeting prior to that time.

Adjournment

Commissioners Duffy and Lapointe made a motion to adjourn the meeting. There being no further business, the meeting adjourned at 10:45 a.m.